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Transportation



**MANAGEMENT AND EQUIPMENT
EVALUATION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*. It provides guidance and procedures for managing and operating the Air Force Management and Equipment Evaluation Program (MEEP). MEEP tests commercially available products to see if they are more economical and effective in performing transportation and civil engineering missions. It also tests ideas, techniques, and systems to improve day-to-day operations. **Attachment 1** lists abbreviations, acronyms, and terms used in this instruction.

SUMMARY OF REVISIONS

This initial publication of AFI 24-305 aligns to AFPD 24-3. It describes why we have the MEEP, identifies key participants, and their responsibilities, and prescribes what we must not do. The majority of change between this instruction and the regulation it supersedes has to do with organizational realignment.

Chapter 1

AUTHORITY AND RESPONSIBILITIES

1.1. Program Authority. HQ USAF/LGT is the program Executive Agent.

1.2. Program Responsibility. The Vehicles, Equipment, and Facilities Division (HQ USAF/LGTV), Directorate of Transportation, Deputy Chief of Staff, Logistics, acts on behalf of the Executive Agent. This office establishes and enforces program policy, goals, and objectives; proposes projects of special interest to Air Force Transportation; and has ultimate authority for selecting projects and ranking them by priority.

1.2.1. HQ USAF/LGTV designates HQ ACC, HQ AETC, HQ AFMC, HQ AMC, and HQ PACAF transportation divisions to establish a full-time field MEEP activity. HQ AFCEA/DMG assigns responsibility for project monitoring to all major command (MAJCOM) civil engineer divisions.

1.2.2. HQ USAF/LGTV serves, along with Headquarters Air Force Civil Engineering Support Agency (HQ AFCEA/DMG), as an office of collateral responsibility for the MEEP.

1.2.3. HQ AFMC/LGTV, Vehicle and Equipment Branch, Transportation Division, is the Air Force manager and administrator of this program.

1.3. MEEP Management Office (MEEP MO). The 615th Specialized Mission Squadron (615 SMSQ/LGTV-MEEP) performs the duties of the MEEP MO as day-to-day manager, program overseer, and Air Force focal point for MEEP activities. MEEP MO:

1.3.1. Develops policies that ensure fair, consistent, and safe evaluations by Air Force command MEEP activities and evaluating field units.

1.3.2. Reviews and approves transportation products for evaluation.

1.3.3. Makes final determination of project start and stop dates, and maintains official Air Force records of all evaluations. Retains hard-copy master project files for at least 3 years after the end of a project.

1.3.4. Coordinates and begins projects with designated MAJCOMs, offices monitoring MEEP activity, and other responsible agencies.

1.3.5. Sends proposed vehicle evaluations to MAJCOM transportation divisions, Warner Robins Air Logistics Center (vehicle management directorate), and HQ AFCEA/DMGL for coordination and comment.

1.3.6. Coordinates civil engineering projects with the HQ AFCEA office that monitors MEEP.

1.3.7. Coordinates proposed environmental projects with the Air Force Center for Environmental Excellence (AFCEE/ESP). An Environmental Impact Analysis Process, categorical exclusion, environmental assessment, or an environmental impact statement might have to be developed for projects having environmental impact.

1.3.8. Coordinates with HQ AFMC/SEO to perform a safety analysis on certain project items before an evaluation begins. The Air Force Safety Agency (AFSA) has designated HQ AFMC/SEO as the office of primary responsibility (OPR) for MEEP project safety matters. AFMC/SEO either conducts

the analysis or assigns it to an appropriate agency. That office sends the results to MEEPMO, pointing out any safety concerns.

1.3.9. Consults with contracting (PK) and legal (JA) authorities on projects where products need to be bought or leased rather than evaluated on loan. Handle such exceptions on a case-by-case basis between Air Force, PK, JA, and manufacturers. MAJCOMs fund the purchase or lease of evaluation items that cannot be obtained through the bailment (loan) process.

1.3.10. Writes, publishes, and distributes MEEP status reports twice a year.

1.3.11. Sends a project completion report to all MAJCOMs and any other appropriate office involved in the evaluation process. Provides a bailor's report to product manufacturers in accordance with established agreements.

1.3.12. Prepares final reports that relate to vehicle transportation management procedures and inspection criteria, in coordination with all MAJCOM transportation divisions.

1.3.13. Conducts site visits to keep the program on track.

1.3.14. Keeps abreast of industry trends in transportation and civil engineering techniques, policies, vehicles, tools, facilities, and test equipment. Attends commercial equipment expositions and meetings to stay informed. Advises 345TTS/TTXO, Lackland AFB TX, of industry changes affecting vehicle maintenance training requirements.

1.3.15. Attends transportation, environmental, and civil engineer related meetings and conferences to keep the program offices informed of findings pertinent to MEEP projects.

1.3.16. Conducts meetings and annual group workshops with MEEP activities. These have proven invaluable in problem-solving and overall program improvement.

1.3.17. Edits and approves the quarterly *Service Tips* publication for printing and distribution. The HQ AFMC Field MEEP Activity at Eglin AFB FL writes and lays out the publication.

1.3.18. Properly distributes MEEP resources. No less than 60 percent of the projects conducted each fiscal year must concern transportation. Remaining resource is primarily allocated to civil engineering projects but can extend to other areas as resources permit. Request exceptions from HQ USAF/LGTV.

1.3.19. Makes sure that there is enough staff for the program. Seeks authorization for controlled tours of personnel to improve the program, if necessary.

1.3.20. Communicates MEEP matters directly across command channels to start work with MAJCOM direct reporting units, field operating agencies, Department of Defense (DoD), other government agencies, and commercial firms.

1.3.21. Changes or revises transportation policy directives or instructions in coordination with each MAJCOM; sends the documents to HQ USAF/LGTV for final approval and publication.

1.3.22. Calculates costs savings that resulted from testing.

1.3.23. Direct test activities to review test data 45 days before the end of the test to determine if purchase of test equipment (in place) is warranted. If the purchase of the tested equipment is desired, test activities will prepare an AF Form 9, **Request for Purchase**, with a sole source justification and process it to their contracting activity.

1.4. What HQ AFCESA/DMGL Does:

- 1.4.1. As the primary civil engineering MEEP focal point, this office reviews and approves all proposed projects concerning civil engineering equipment.
- 1.4.2. Coordinates with applicable MAJCOM field MEEP activities and civil engineering MEEP monitors to determine which base unit should conduct a test. Preferably the unit that could get the most use out of a product, is collocated with a field MEEP activity. It's important to test seasonal items during the period they would get maximum use, such as snow equipment in winter.
- 1.4.3. Helps the evaluation team to prepare civil engineering project directives, through the transportation and civil engineering division of each parent MAJCOM .
- 1.4.4. Provides technical assistance, as required, for any civil engineering project.
- 1.4.5. Reviews test completion reports for civil engineering projects furnished by MEEPMO, to determine whether a product should be approved or disapproved for use by the Air Force BCE. If approved, provide the Allowance Standard (AS) and suggested Basis of Issue requirements to MEEPMO. If the decision conflicts with one in the report, coordinates with the evaluating MAJCOM transportation and civil engineering divisions through MEEPMO.
- 1.4.6. Reviews all specifications and purchase descriptions pertaining to civil engineering tools, equipment, vehicles, and vehicular equipment, and agrees or disagrees with the findings as appropriate.

1.5. What the Designated MEEP Commands Do:

- 1.5.1. Staff field MEEP activities with enough qualified personnel in proper Air Force specialties to accomplish program goals.
- 1.5.2. Supply field MEEP activities with authorized equipment.
- 1.5.3. Review draft project directives received from field MEEP activities and ensure that they can support project requirements. After coordination with other potential user divisions (DE, SP, etc.), forward the directive to MEEPMO for review and final approval.
- 1.5.4. Prepare recommendations based on project test results and send to MEEPMO for their action.
- 1.5.5. Establish controlled tours for key military personnel to ensure stable duty assignments to the program.
- 1.5.6. Ensure that MEEP activities and designated test bases implement this instruction.
- 1.5.7. Approve or disapprove field MEEP activity requests to evaluate products before sending them to MEEPMO. This includes requests to purchase or lease items for testing which cannot be evaluated on loan. Consult with MAJCOM divisions (DE, SP, etc.) that may use the product before giving final approval or disapproval to an evaluation.
- 1.5.8. Participate in MEEP-related management meetings and workshops, and attend policy meetings as directed by HQ USAF/LGTV or, for civil engineering monitors, HQ AFCESA/DMG.
- 1.5.9. Train field MEEP activity project monitors so they keep current with advancing technology and management techniques. Get the necessary training from industry, AFIT, AETC, or various trade periodicals.

1.6. How Other MAJCOMs Participate. MAJCOMs that do not have an operating MEEP activity may host field MEEP activities that need to evaluate products under special environmental and operational conditions. This may happen when a product must be tested at a certain location, in a particular area, or under certain climatic conditions. The bases selected must be able to aid the field MEEP activity, and provide a unit point of contact for monitoring the test.

1.7. How Does Warner Robins Air Logistics Center (WR-ALC/LVR) Help:

1.7.1. Includes HQ AFMC/LGTV, 615 SMSQ/LGTV-MEEP, and HQ AFCEA/ DMGL on mailing lists to review proposed Federal and military specifications on tools, vehicles, equipment, vehicular equipment, and other materials applicable to transportation or civil engineering as they are sent for user review.

1.7.2. Provides engineering assistance to determine if a product is suitable for Air Force use.

1.8. What the Allowance Standard (AS) Manager (653 ABG/LGSE) Does for the MEEP:

1.8.1. Evaluates all requests submitted by MEEPMO in project completion reports, after cataloging action and NSN assignment, for inclusion of the product type in appropriate ASs.

1.8.2. Ensures the recommended item is an Air Force Equipment Management System (AFEMS) reportable item and qualifies for AS inclusion.

1.8.3. Makes sure that the recommended item has been compared against currently-allowed equipment.

1.8.4. Sees that the request for Allowance Standard inclusion identifies a specific mission need not met by currently-available equipment; or, at minimum, improves mission capability. Identifies the specific item to be replaced when the recommended item is a replacement for currently-allowed equipment.

1.9. What the Designated MAJCOM Field Activities Do:

1.9.1. Select base activities to take part in and support evaluation projects.

1.9.2. Evaluate ideas, techniques, systems, and equipment designed to improve day-to-day operational activity.

1.9.3. Ensure products are evaluated and compared against currently available or stock listed items, when possible. As a minimum, available or stock listed items will be reviewed for comparison of specifications.

1.9.4. Conduct evaluations at locations in other commands in coordination with MEEP management, and with HQ AFCEA/DMGL for civil engineering projects, when certain environmental and operational conditions are needed to test a product.

1.9.5. Determine what equipment, supplies, temporary duty travel, and services are needed to support the program, and budget accordingly. Also, budget for the purchase or lease of items or services needed for evaluation that cannot be obtained on loan, with MEEPMO approval.

1.9.6. Obtain all required systems, supplies and equipment needed for project evaluation activities. This includes but is not limited to electronic bulletin board capability; standard MS-DOS based

micro-computer capability; 35mm still camera; and a camcorder and VHS video cassette viewing equipment.

1.9.7. Keep applicable MAJCOMs and MEEPMO updated on project test status.

1.9.8. Meet with commercial engineering and manufacturing industries, including project field representatives, as needed.

1.9.9. Look for problem areas related to vehicles, tools, equipment and materials, vehicle facilities, and management procedures. Forward recommendations for improvement to MEEPMO through proper channels.

1.9.10. Act on all project assignments from MEEPMO, as approved by the applicable parent MAJCOM.

1.9.11. Review or revise all policy directives, instructions, administrative technical orders, and vehicle or equipment specifications as directed by MEEPMO, through the parent MAJCOM.

1.9.12. Provide personnel to participate in product design review and First Article Acceptance Test activities, if requested by the parent MAJCOM.

1.9.13. Prepare detailed Phase I Completion Reports with project test results. Make firm recommendations based on findings, including criteria for Allowance Standard placement or replacement and cost savings. Send to 615 SMSQ/LGTV (MEEP) through MAJCOMs, in compliance with MEEPMO's Standard Operating Procedure (SOP).

1.10. What's Done at the Evaluation Site Activities:

1.10.1. Follow project requirements, and collect, document, and send project data to the MEEP evaluating activity.

1.10.2. Use items being evaluated to the maximum extent possible so that there is enough test data for post-test reports and recommendations. If unable to do so, notify the MEEP activity early enough to allow the project to move elsewhere.

1.10.3. Ensure products that are on loan are properly used and maintained while under government care and use. For evaluator custodian duties and procedures for purchasing tested items after the evaluation phase is completed, see AFMAN 23-110, *USAF Supply Manual* (formerly AFM 67-1).

1.10.4. At the end of the evaluation, buy suitable and needed products at discounted procurement costs if possible. If the tested product has been submitted for cataloging and National Stock Number (NSN) assignment, submit an AF Form 9 directly to procurement to buy the loaned item. Once the item is cataloged, it is assigned to the appropriate property account.

1.10.5. Once the project evaluation phase is completed, provisions in AFMAN 23-110, are waived until all post-project action has been completed.

Chapter 2

PROGRAM OBJECTIVES

2.1. How Projects Are Selected. MEEP ranks projects according to their potential for improving productivity, performance, efficiency, and environmental protection within the transportation and civil engineering communities.

2.1.1. Through MEEP, the Air Force seeks out and obtains products from private industry and tests them to see if they stand up under field conditions.

2.2. What's the Criteria for Product Approval. Participating manufacturers provide products for testing purposes free of charge. The Air Force only approves products that allow personnel to complete tasks faster, better, or more efficiently than products it currently uses.

2.2.1. MEEP tests:

- Commercial vehicles.
- Vehicular equipment.
- Shop or field equipment.
- Tools.

2.2.2. Among comparable products, MEEP selects the best in terms of:

- Quality.
- Capability.
- Performance.
- Safety.
- Value.
- Ease of use.
- Durability.

NOTE:

When possible, test reports analyze how the product will pay off over its life cycle as compared to similar products. These reports justify purchasing a MEEP recommended item when it will displace an item that is already stock listed.

2.2.3. MEEP studies vehicle transportation management, plans, techniques, and practices to include:

- Facility layout.
- Equipment criteria.
- Inspection needs.
- Quality control provisions.
- Cost controls.
- Personnel testing and training.
- Repair and replacement criteria.

- Shop procedures.
- Automated systems.
- Serviceability standards.
- Organizational structure.
- Productivity.
- Standardization.
- Reliability.

2.3. Modifying Vehicles. If MEEP modifies current inventory vehicles as part of the test, MEEPMO coordinates the procedure with WR-ALC/LVR. MEEPMO only approves modification of loaned products, after coordination with the manufacturer.

2.4. What MEEP Does Not Evaluate:

2.4.1. Commercial items that have been approved under other DoD or Federal agency test programs are not normally tested under this program unless personnel report problems , or MEEP needs to evaluate the product for a different use.

2.4.2. Where a project directive says a product evaluation focuses on corrosion inhibition or prevention, it has to be coordinated with WR-ALC/CNC, Robins AFB GA 31098-5609.

2.4.3. Send all requests to evaluate oil, lubricant, and engine coolant anti-freeze related products directly to the U.S. Army Belvoir Research, Development and Engineering Center, Fort Belvoir VA 22060-5606, Attention: STRBE-VFE.

2.4.4. Send any concerns about vehicle preservation and storage to the Air Force Packaging Evaluation Activity at HQ AFMC/LGTP, Wright-Patterson AFB OH 45433-5001.

2.4.5. MEEP does not evaluate products to determine if they should be included on Air Force lists of qualified products. This is done by the office that has primary responsibility for the product or commodity.

Chapter 3

DEVIATING FROM AIR FORCE DIRECTIVES

3.1. Why We Would Deviate From a Directive. Occasionally, MEEP departs from set Air Force policy and procedures in order to properly evaluate a product. Deviations are kept to a minimum.

3.2. How We Deviate When We Need To:

3.2.1. Send requests to deviate from Air Force directives for transportation projects to the MEEP Management Office (MEEPMO), 615 SMSQ/LGTV-MEEP, for coordination with the applicable OPR; record approvals in the project report.

3.2.2. Send requests to depart from Air Force directives for civil engineer projects to Headquarters Air Force Civil Engineering Support Agency (HQ AFCESA/DMG) for approval.

3.2.3. Send requests to depart from Air Force directives for environmental related subjects to the Air Force Center for Environmental Excellence (AFCEE), Brooks AFB TX.

3.2.4. Use Air Force Equipment Management policies in this instruction along with Air Force 23-series directives. When direction or guidance conflicts, Air Force 23-series directives take precedence over this instruction.

Chapter 4

PROPOSING AND PROCESSING EVALUATION PROJECTS

4.1. Proposals Are Important. MEEP initiates evaluation projects based on proposals that promise improved productivity, performance, efficiency, safety, and environmental protection or recovery.

4.2. How We Process the Proposals. All Air Force transportation and civil engineering activities submit proposals to evaluate products that are readily available on the commercial market and have reasonable potential to improve either transportation or civil engineering procedures.

4.2.1. Submit proposals for transportation projects, except those from HQ USAF, to 615 SMSQ/LGTV-MEEP, 201 Biscayne Road, Ste 2, Eglin AFB FL 32542-5303, through the applicable MAJCOM/LGTV.

4.2.2. Channel proposed civil engineering projects to 615 SMSQ/LGTV (MEEP), via the parent MAJCOM civil engineering authority.

4.2.3. In any project proposal package, it is important that you:

- Describe the problem and how the product or method could solve the problem.
- Describe the product or procedure that you will evaluate, including brochures, drawings, cost data, or other supporting materials.
- Document potential savings in procurement, productivity, energy, materials, safety, and other areas.
- State whether the parent MAJCOM or requesting agency is able and willing to fund expenditures over and above normal project costs, where the proposed project incurs cost to the Government. Give the name and phone number of the funding OPR.

4.2.4. With few exceptions, suggestions submitted under the Air Force Suggestion Program do not lead to a project proposal. Only suggestions routed by the Transportation and Civil Engineering Air Staff can start a project proposal.

4.2.5. Sometimes an individual or group suggests a product for MEEP to evaluate. If the Air Force later approves that product for service use, that individual or group may submit an AF Form 1000 under the Air Force Suggestion Program.

4.2.6. The MAJCOM OPR retains the suggestion package, including AF Form 1000, **United States Air Force Suggestion**, if a project proposal is submitted to MEEP MO based on a bona fide Air Force suggestion.

4.2.7. Projects submitted as a result of a suggestion must be so stated in the proposal letter.

JOHN M. NOWAK, Lt General, USAF
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Attachment 1

GLOSSARY OF ABBREVIATIONS, ACRONYMS, AND TERMS

Abbreviations and Acronyms

AFB—Air Force Base

AFCEE—Air Force Center for Environmental Excellence

AFIT—Air Force Institute of Technology

AFSA—Air Force Safety Agency

AS—Allowance Standard

HQ ACC—Headquarters Air Combat Command

HQ AFCEA—Headquarters Air Force Civil Engineering Support Agency

HQ AFMC—Headquarters Air Force Materiel Command

HQ AMC—Headquarters Air Mobility Command

HQ AETC—Headquarters Air Education and Training Command

HQ PACAF—Headquarters Pacific Air Forces

HQ USAF—Headquarters United States Air Force

MAJCOM—Major Command

MEEP—Management/Equipment Evaluation Program

MEEPMO—MEEP Management Office

OPR—Office of Primary Responsibility

WR-ALC—Warner Robins Air Logistics Center

WR-ALC/LVV—Vehicle Program Management, Vehicle Operations Division

WR-ALC/LVR—Vehicle Engineers, System Engineering Division

Terms

Bail, bailment—A process through which the MEEP activities gets a product on "loan" for evaluation from a manufacturer or marketer.

Electronic Bulletin Board—A computer with software that permits individuals to exchange electronic mail messages with other users of the system via modem.

Evaluating Site—A baselevel unit or organization selected by MAJCOM field MEEP activities to perform project evaluations.

Exposition—A commercial affair sponsored by corporations to show new vehicle and equipment technology.

Field MEEP Activity—A MAJCOM team that monitors evaluation projects under the MEEP program.